



NEW ORLEANS
OFFICE OF INSPECTOR GENERAL



**CITY OF NEW ORLEANS
ETHICS REVIEW BOARD**

invites your interest in the position of
INSPECTOR GENERAL

Recruitment Services Provided by Ralph Andersen & Associates



The Opportunity

The Ethics Review Board (ERB) of the City of New Orleans is recruiting nationally for a highly experienced professional to manage the Office of the Inspector General (OIG) of the City, a large and complex organization (FY 2021 \$633,550,813 general fund annual budget). The successful candidate for the Inspector General (IG) will have a well-rounded public sector background with in-depth knowledge and experience in preventing and detecting waste, fraud, and abuse in large, complex public entities. The new Inspector General will have the highest degree of integrity, judgment, independence, and expert level skills necessary to apply laws, regulations, policies, and methods to oversee the complex operations of the City of New Orleans. This senior-level executive will be results-driven, with well-grounded and ethical decision-making abilities, superior interpersonal and collaborative communication skills, and strong public speaking abilities. The new IG will have a dedicated staff of approximately 13 full-time employees, with 7 additional vacant positions funded. The 2021 Office of the Inspector General operating budget is \$3,484,529.

The City of New Orleans

New Orleans is one of the United States' most culturally rich and historically significant cities, so much so that the New York Times recently declared it the #1 place to visit in the world in 2018. From its oldest French and Spanish colonial neighborhood, the French Quarter, to the live music pouring out of Frenchmen Street clubs on any given night, to Mardi Gras, Jazz Fest, and every festival in between, New Orleans is beloved for its cultural assets, annual traditions, and distinct sense of place. Not to mention its world-renowned, James Beard Award-winning food scene.

New Orleans, however, is more than just an internationally renowned visitor destination. Its home to the largest metropolitan population in Louisiana – and between Houston and Jacksonville – with 1.25 million residents and is considered one of the fastest-growing “traditional” cities, according to the U.S. Census.

Offering a host of family-friendly neighborhoods, with city events, services, and amenities that help families to prosper – such as robust youth sports and arts programming and a city-wide charter school system, featuring several letter grade A schools – New Orleans is invested in its future citizens. Indeed, New Orleans is a true “brain center,” comprising seven universities, three HBCUs, two medical schools, two law schools, a dental school, a public health school, and four community and technical colleges, including the largest in the state.

New Orleans boasts dozens of music venues, theaters, and nationally renowned museums, including the National World War II Museum, the New Orleans Museum of Art, the Ogden Museum of Southern Art, and the Contemporary Arts Center. Locals are equally die-hard fans of the Super Bowl-winning Saints NFL football, the Pelicans NBA basketball team, and the NOLA Gold Premier Rugby League team.

Additionally, numerous recreational opportunities abound throughout the region, thanks to the City's beautiful Audubon and City Parks; the plethora of water-based activities on both sides of Lake Pontchartrain; popular biking trails, such as the urban Lafitte Greenway and the suburban St. Tammany Trace; and the close proximity to several national parks, fishing hot spots, and wildlife preserves.

There truly is something for everyone, and every lifestyle, in New Orleans.

MISSION

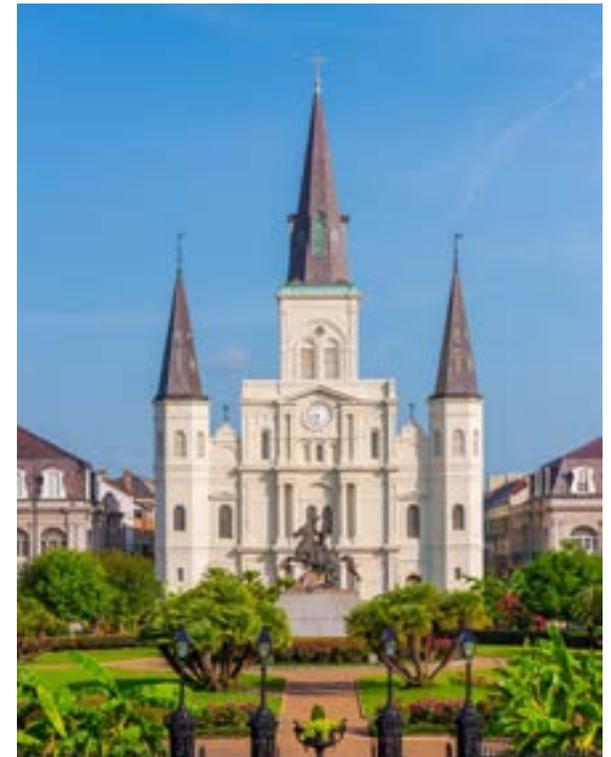
The OIG serves the citizens of New Orleans by providing increased accountability and oversight of City of New Orleans government and entities receiving funds through the City. Toward that end, the OIG prevents and detects fraud and abuse and promotes efficiency and effectiveness in the programs and operations of the City of New Orleans.

The OIG accomplishes its mission by collecting and analyzing data and documentary evidence used to produce audits, inspections, evaluations, and investigations. Findings and recommendations for improvement are issued in final reports sent to the responsible management officials for comment and then released to the public. The OIG refers evidence of fraud to prosecutors.

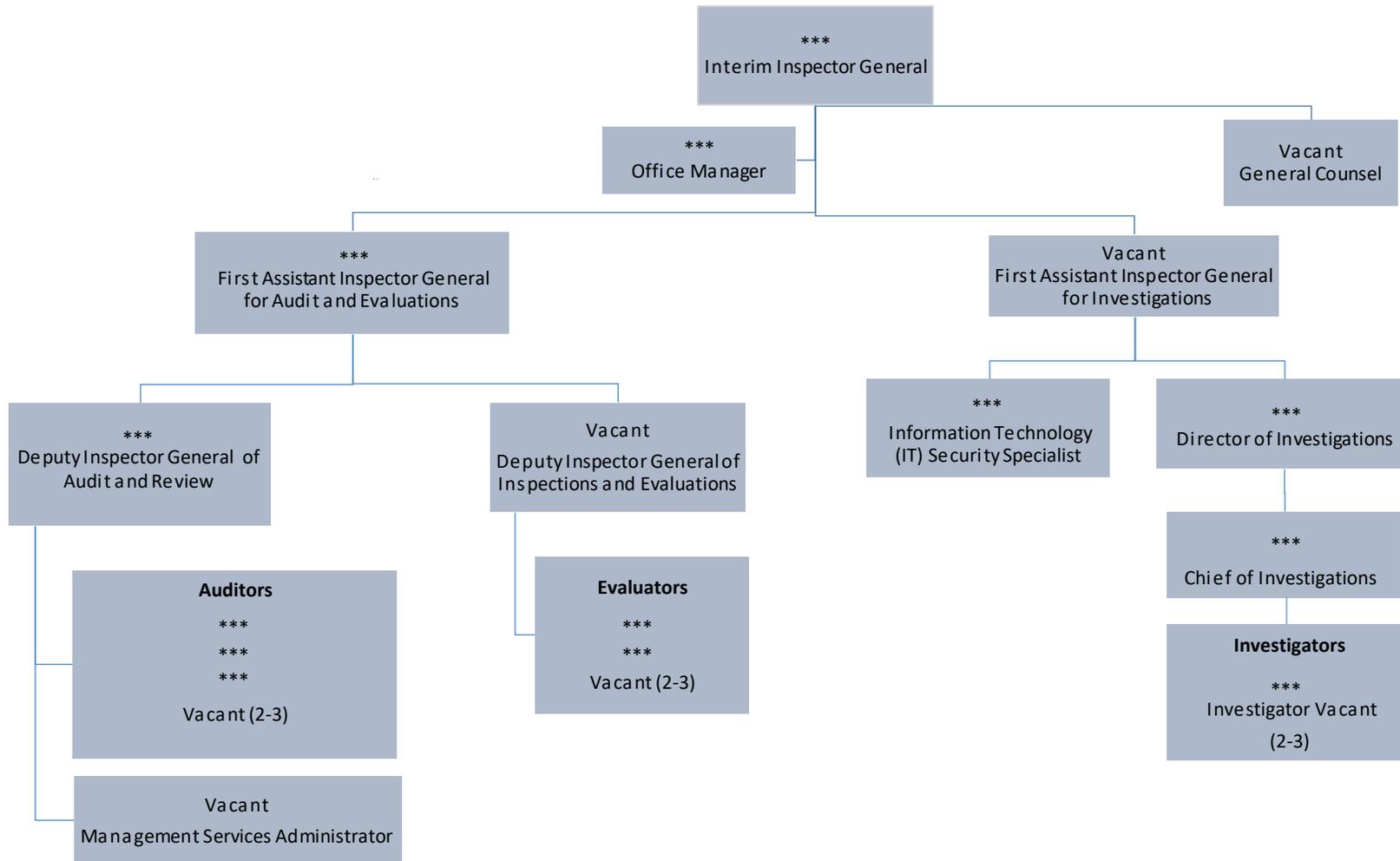


City Government

New Orleans has a Mayor-Council form of government. The City Council consists of seven members, five who are elected by district, and two at-large members. Mayor LaToya Cantrell took office on May 7, 2018, is serving a four-year term, and seeking re-election in the fall. The Mayor is limited to two consecutive terms. New Orleans' government is largely centralized in the Mayor's Office and City Council.



Organizational Chart





About the New Orleans Office of the Inspector General

The City of New Orleans, Office of Inspector General was created pursuant to section 9-401 of the Home Rule Charter. The Ethics Review Board appoints the Inspector General by an affirmative vote of a majority of all the authorized membership. The Office of the Inspector General, with a staff of approximately 20 full-time authorized positions (currently 13 filled), is responsible for preventing and detecting waste fraud and abuse and promotes efficiency and effectiveness in the programs and operations of the City of New Orleans.

The OIG serves the citizens of New Orleans by providing increased accountability and oversight of City of New Orleans government entities and contractors receiving funds through the City.

The OIG's main objectives are to assess the adequacy of internal controls within the City; determine compliance with contracts, laws, and regulations; provide recommendations when feasible; and to correct or improve the accountability, efficiency, and effectiveness of City agencies and programs. The IG inspects, issues reports including recommends changes, and follows up to assess and report to the public on its findings. When criminal activity is detected, cases are referred to the District Attorney or U.S. Attorney.

The New Orleans OIG is organized into three service units:

- The Investigations Division (ID) prevents fraud and abuse by conducting fraud awareness seminars and other communications with City employees, vendors, and citizens. Investigations are planned and conducted under the supervision of division leadership;
- The Audit & Review (A&R) Division conducts, coordinates, and oversees all auditing activities relating to the City of New Orleans programs and operations; and
- The Inspections & Evaluations (I&E) Division may initiate inspections, evaluations, and performance reviews of any entity falling within the jurisdiction of the OIG. I&E provides City management with objective, thorough, and timely inspection and evaluation reports.



About the New Orleans Office of the Inspector General *continued*

The purpose of the OIG is to provide the City with independent, objective, and useful information regarding the work of the City of New Orleans government to better exercise the power vested in it to improve the quality of life of residents. The goal of the OIG includes reviewing business practices, procedures, internal controls, and procurement practices and providing recommendations, when feasible, to correct or improve the accountability, efficiency, and effectiveness of City agencies and programs. The IG formulates strategies to ensure that the work of the OIG remains independent, objective, and useful.

The work of the OIG includes different levels of involvement and outcomes, including:

- **Performance Audits:** Performance auditing provides the Board of Commissioners and management with independent analysis, evaluation, and recommendations regarding the performance of the City of New Orleans government and entities receiving funds through the City. Toward that end, the OIG prevents and detects fraud and abuse and promotes efficiency and effectiveness in the programs and operations of the City of New Orleans.
- **Follow-up Reports:** The Inspector General's Office conducts follow-ups to determine progress in addressing findings identified in previous reports.
- **Limited Scope Audits:** To be more informed about pending legislation and other issues, there may occasionally be a request for audit work of a limited scope. Staff is assigned to research costs and other effects of proposed legislation or to provide independent assessments of financial information and other proposals by City management. In addition, department directors may occasionally request assistance from the Inspector General's Office.

The appointed Inspector General reports the results of activities directly to the full Ethics Review Board in order to maintain independence and objectivity in reviews of City operations and administration.





The Position

The Inspector General is an at-will position appointed for a term of four years and reports to the seven-member Ethics Review Board. The seven-member board includes six members nominated by local college and university presidents and one appointed by the Mayor. They serve seven-year renewable terms. The IG may be reappointed to subsequent four-year terms at the discretion of the appointing authority. The Code of Ordinances establishes the Office of Inspector General as independent of the City and responsible only to the Ethics Review Board. The Charter grants the IG complete access to the books and records of all City departments. The IG uses this access and independent authority to perform his/her charter mandate to carry on a continuous investigation of the work of all City departments, conducting work in accordance with national standards for inspectors general and auditors. .

The Inspector General has the following responsibilities:

- Conduct financial and compliance, economy and efficiency, and performance audits of City government and City officials with written reports submitted to the Ethics Review Board;
- Review internal operating procedures and administrative orders, reports, memoranda, agendas, contracts, and amendments;
- Review selected City contracts from bid process to signing;
- Review legislation, ordinances, and policy actions adopted by the Mayor and City Council;
- Analyze City financial accounts and records, including review of periodic monthly, quarterly, and annual reports;
- Review updates to the Administrative Code, internal control handbooks, and numbered procedures;
- Attend Council meetings, public hearings, contract negotiations, and workshops; and
- Serve as a resource for City government.

The Ideal Candidate

The ideal candidate will be an independent leader with a strong management perspective who is sensitive to political realities and can work with the Ethics Review Board in a collaborative fashion to identify successful organizational practices and improve the effectiveness of the City and its programs. He/She should be detail oriented and have a reputation for being honest, ethical, respected, and credible. In addition, he/she should be proactive in anticipating risk and control issues, flexible in adapting auditing and reporting methods, and able to adhere to accepted professional standards. The ideal candidate will have a passion for professionalism, timeliness in reporting, and a strong desire to identify opportunities to improve efficiency. A high degree of political sensitivity is also needed, with the ability to discern areas where a focus on investigative efforts is warranted. The ideal candidate will also be a strong advocate for promoting best practices in local government. Additionally, the selected candidate will be expected to quickly build strong working relationships and trust with a wide array of internal and external constituents, while maintaining a strong perception of independence.

The IG will also be seen as a leader, excellent manager, and a mentor to direct reports and support staff. The ideal candidate will be able to identify and utilize each employee's individual strengths while encouraging staff development and professional growth.

The ideal candidate will possess the following personal characteristics and knowledge:

- An advisory and consultative approach to investigating and auditing;
- Demonstrated outstanding communication and people skills;
- Ability to motivate and persuade employees and others to adopt and accept new systems and business methods while promoting a strong sense of teamwork among subordinate staff;
- Ability to make sound and well-informed decisions affecting multiple stakeholders;
- A commitment to action when dealing with pressure and ambiguity of complex and controversial issues and situations;
- Contribution to the overall good of the organization through effective and timely reporting;
- Knowledge of Louisiana laws, practices, rules, and regulations related to organizational structure and governmental accounting practices;
- Experience with operational analysis, including modeling, asset management, risk evaluation, and overall assessment; and
- Experience with preparing and delivering effective presentations; and comfortable dealing with an engaged public in a highly visible environment.



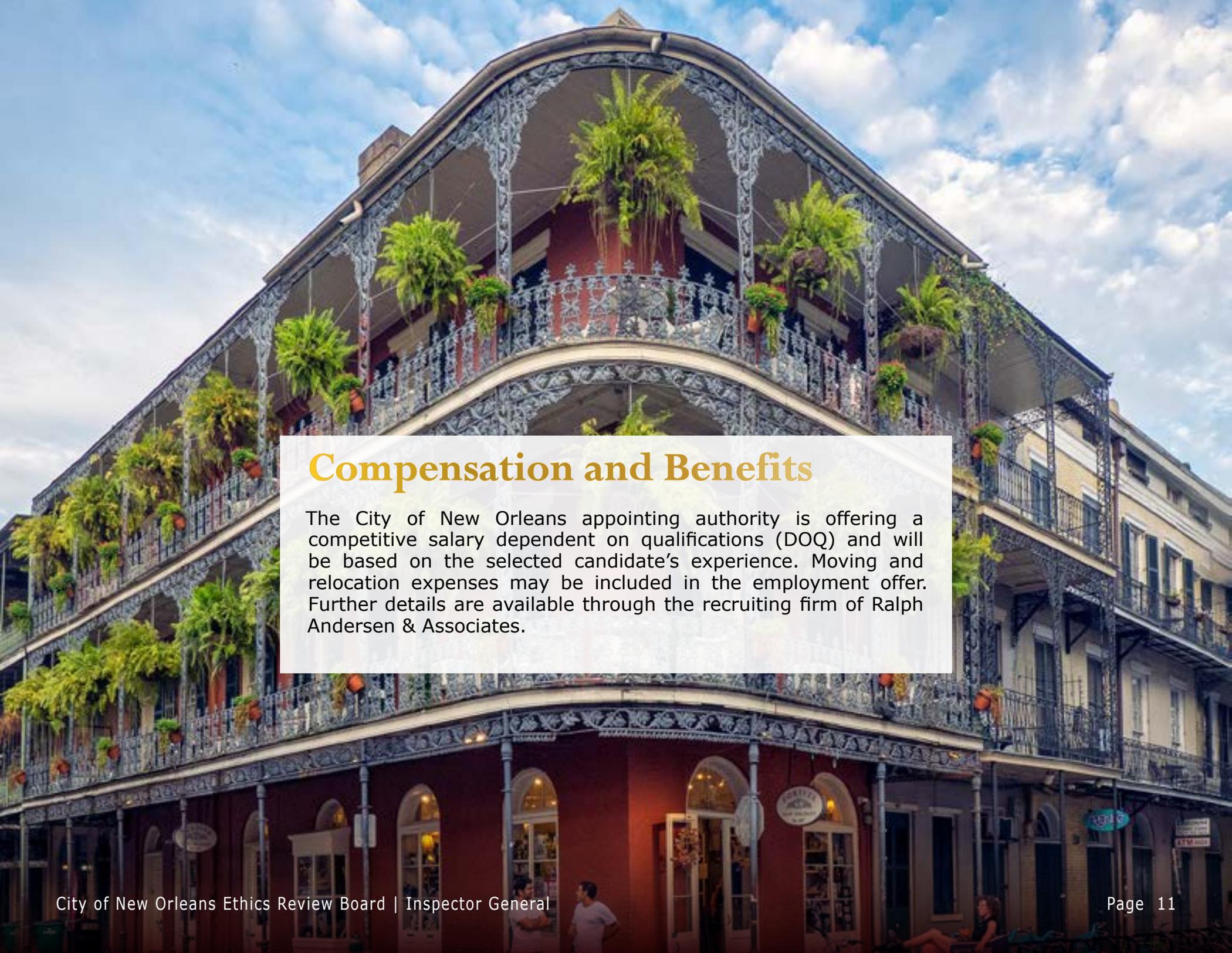
Education: Graduation from an accredited four-year college or university with major course work in accounting, finance, business administration, or closely related field is required. A Master's degree and or a Law degree is desired but not required.

Experience: At least five years in any one or combination of the following fields: inspector general; federal law enforcement officer; federal or state court judge; licensed attorney with experience in the areas of audit or investigation of fraud, mismanagement, waste, corruption, or abuse of power; senior-level auditor or comptroller; or supervisor in an office of inspector general or similar investigative agency.

Desired Certifications: Possess an active Louisiana CPA license to practice public accounting or a license to practice law in the State of Louisiana.

Other Preferred Certifications: These additional certifications are not required, but desired: Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certified Government Auditing Professional (CGAP), Certification in Control Self-Assessment (CCSA), Certified Financial Services Auditor (CFSA), Certification in Risk Management Assurance (CRMA), and Qualification in Internal Audit Leadership (QIAL).

Candidates should be aware that the City of New Orleans Ethics Review Board, working in concert with Ralph Andersen & Associates, reserves the right to determine the best combination of education and experience required for this position.



Compensation and Benefits

The City of New Orleans appointing authority is offering a competitive salary dependent on qualifications (DOQ) and will be based on the selected candidate's experience. Moving and relocation expenses may be included in the employment offer. Further details are available through the recruiting firm of Ralph Andersen & Associates.



To Be Considered

This position is open until filled and may close at any time. The first review of resumes will take place on **Monday, October 11, 2021**. Candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six professional references to apply@ralphandersen.com. This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. Ideally, the Inspector General will join the City of New Orleans Office of the Inspector General in November 2021, or sooner.

Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Louisiana. Information submitted for consideration may be made available to the public upon request by interested parties, in accordance with public disclosure/open records laws.

The City of New Orleans is an Equal Opportunity Employer





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